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TASK		DA	NET WEF	NON MON	CUAR OUAR	BI-ANT	Ur Jai	Superson State
				/	/	*/	1	REMARKS
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EPORTING REQUIREMENTS								
lumber of Assigned/Certified Collateral Duty afety Officers				x				CDSOs are considered trained/certified only when the CDSO is on written orders, has completed both the online and local CDSO course.
ob Hazard Analysis / Job Safety Analysis				x				JHAs <u>must</u> be completed for every task/job within an assigned section/shop. JHAs <u>should</u> be reviewed at a minimum annually and/or as the situation dictates. JHAs consisto selecting the job to be analyzed; breaking the job down into a sequence of steps; identifyii potential hazards; determining preventive measures to overcome these hazards.
Accident/Incident, Injury/Illness Reporting				x			x	Report injuries and injury claim information to the Safety Office within one working day of receiving notification of an accident, incident, injury or illness.
Near Misses	x			^			^	Near Misses are incidents that occur that do not result in an accident or injury. <u>EXAMPLE:</u> A door which has been improperly installed and swings out blocking the hallway when use and "barely" misses hitting employees as they pass by the entrance. The Near Miss is "WHAT COULD HAVE HAPPENED" if not corrected.
	Ê							Initial Report required within 90 days of assuming command. Mid-tour report occurs after
Army Readiness Assessment Program New Employee Safety Orientation	<u> </u>				<u> </u>	<u> </u>	X	18 months of command. New employee safety orientations MUST occur within the <u>first week</u> of being on the job.
FACILITY INSPECTIONS (High/Medium/Low)				x				Number of Facility inspections completed by the CDSOs/Managers per Quarter. CDSOs MUST develop a an inspection schedule that will ensure 100% of all Directorate Facilities are inspected ANNUALLY.
								All RACs 1 / 2 hazards will be recorded on DA Form 4753 (Notice of Unsafe or Unhealthful Working Condition). All posted notices will describe the nature/severity/probability and associated risk of the violation, the substance of the mishap risk management component of CRM plan, and interim protective measures. The ISO will be notified immediately of all Didd (AURIDED) (MIRE 2015) (2015)
Risk Assessment Codes (RACs) DA Form 4755 (Employee Report of Alledged				х			X	RAC 1/2 HAZARDS! IAW AR 385-10, Para. 17-7 a-d.
Unsafe and Unhealthful Work Conditions Emergency Action Plan (EAP)& Fire Drill						x	X	DA Form 4755 is a confidential report which can be submitted by emailing the ISO EAP & Fire DRILLS <u>WILL</u> occur ANNUALLY for each Facility
Best Practices				х		Â		Directorates will submit Best "Safety" Practices quarterly
REQUIRED SAFETY TRAINING**								**All Training will be reported IAW the Matrix timeline! https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210
Collateral Duty Safety Course				х				Default.aspx. (Initial assignment with a periodic refresher course).
Employee Safety Course							x	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210 Default.aspx. (Required training for all Employees within 30 days of being assigned).
Managers Safety Course							x	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210 Default.aspx. (Required training for all Managers within 30 days of being assigned). https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210
Supervisor Safety Course							x	Default.aspx. (Required training for all Supervisors within 30 days of being assigned).
Commanders Safety Course (2G-F94V3.1)							x	https://www.atrrs.army.mil/selfdevctr (Required training for all Commanders PRIOR to assuming Command). https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210
Accident Avoidance Course Composite Risk Management CivilianBasic							х	Default.aspx. (Refresher required every 4 years) https://www.atrrs.army.mil/selfdevctr (Within 30 days
Course (2G-F104_DL)							x	employment with periodic refresher training) <u>ONCE - unless iob change or new chemical added (all employees) as determined by JHA.</u> Fort Campbell Installation Safety Office (270) 798-6995. P.I. for this course will be the SO
HAZCOM (Employee Right-to-Know) Training Employee/Supervisor Safety Training				x		x	x	Specialist responsible for each Directorate. Can be Directorate specific or mandated training IAW seasonal safety campaigns. At a minimum will occur Bi-Annually. However, SSD can occur at the discretion of the
Safety Stand Down (SSD)					х			Command and/or Director as needed.
Seasonal Campaign Plans (Summer/Winter)				x				Seasonal safety days will be executed near the start of the fall/winter and spring/summer seasons.
								Annual (REQUIRED IF employee is designated to fight fires or if the Fire Extinguisher is
Fire Extinguisher Ergonomic's						х	x	provided in the motor vehicle) Initial assignment with periodic refresher training
Emergency Evacuation and Fire Prevention Plans							x	Within 60 days of first day on the job
First Aid/CPR/AED							x	As required with periodic refresher training
OSHA PPE Standard Personnal Protective Measures							x	Once as determined by JHA unless the job changes or a new hazard requiring different P
Safe Lifting Techniques							X	As determined by JHA
Hearing Conservation Respiratory Protection						х	x	Annual as determined by JHA ONCE - as determined by JHA unless Respirator/Mask or Job changes
	1							Within 10 days of initial assignment to tasks involving BBP exposures and as least
Blood Pathogen Level 1 njury Prevention through leadership course		I	I	I	<u> </u>	L	X	ANNUALLY thereafter. http://www.clmi.mnlms.net
(2G-F105_DL)		Ne	w Red	quirer	nent			IMCOM-SE Mandated Training for Supervisors!
RECOMMENDED SUPERVISOR/CDSO TRAINING								https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210
Theories of Accident Prevention	<u> </u>						x	Default.aspx
Application of Accident Causation Theory	1						x	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210 Default.aspx
ntroduction to System Safety	ĺ						x	https://sefety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210 Default.aspx

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Defensive Driving: Supervisors Guide						Х	http://www.clmi.mnlms.net
PRE-WORK SAFETY AWARENESS CHECKS							
Composite Risk Management Analysis	X						Safety Brief of the Task at hand
Job Hazard Analysis Review	X						Review of the Hazards associated the Task at hand or the Job Order of the day
Proper Protective Equipment (PPE)	X						Pre-inspection of the PPE needed to perform the Task at hand or the Job Order
							Based on the Task/Job, Supervisor's ensure that the employee(s) have the appropriate
							MSDS for the various chemicals used on the Job Order. MSDS provides the pertinent first
							aid information in the event an employee is exposed to a hazardous chemical used in the
Material Safety Data Sheets (MSDS)	x						completion of the Job Order.
SAFETY MEETINGS / BRIEFINGS							
CDSO/Employee Safety Committee Meeting				х			Supervisors and/or Managers are encouraged to attend!
Safety Occupational Health and Advisory							
Council				х			
GENERAL MAINTENANCE SAFETY CHECKS							
Portable Eye Wash Appraratus / Machine Fire Extinguisher		x	×				Portable Eye Wash Appraratus / Machines are required to be inspected: (1) WEEKLY - to ensure that there is flushing fluid available and to clear the supply line of sediments and minimize microbial contamination caused by "still" or sitting water / (2) Every 6 MONTHS - to check for valve leakage, clogged openings and lines and adequacy of fluid volume / (3) ANNUALLY - Complete inspection IAW American National Standards Institute (ANSI) 2358.1 Fire Extinguishers are required to be inspected monthly
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